



AGREEMENTS 1509

RIDESHARE & TRANSPORTATION SERVICES

QUESTIONS AND ANSWERS

July 31, 2009

Question 18:

Are location travel costs reimbursable under the expected contract?

Response to Question 18:

Local mileage is paid, other costs must be agreed to by DTC.

Question 17:

Does the DTC provide office space for staffing or is work expected to be completed from consultants location(s)? If space is not provided, does the DTC allow for staff burden rates to include office space, computer equipment, and other items necessary to support the work described in the RFQ?

Response to Question 17:

No. DTC reviews overhead to include office space, computer equipment and other items necessary.

Question 16:

The RFQ states in the overview of selection process that the successful firm has the “necessary work materials in their overhead rates.” Please clarify what specifically “work materials” should include.

Response to Question 16:

This would include normal office equipment required to perform the necessary functions; computers, furniture, phones, etc. DTC will cover the cost of special papers, printing, etc.

Question 15:

Please provide the contract amount and term for the past contract period.

Response to Question 15:

Three years

Question 14:

Is the consultant required to submit any reporting documents to the funders under this agreement? If so, please indicate each agency and the reporting time frame i.e. monthly, quarterly, annually.

Response to Question 14:

Currently, reports are submitted monthly to DTC to show the consultants progress in meeting program objectives. If funding is obtained from other sources, the consultant would need to comply with their requirements as well.

Question 13:

What is the budgeted amount for the expected contract period?

Response to Question 13:

Between one and two million dollars total for three years.

Question 12:

What is the term of the expected contract?

Response to Question 12:

Three years

Question 11:

The RFQ asks the consultant to assist DTC in seeking and securing funding to underwrite or expand rideshare services. What expectation does DTC have with respect to securing additional funding?

Response to Question 11:

DTC would like consultants to be open to new funding opportunities should they arise.

Question 10:

How is the rideshare program currently funded? Please indicate the sources of funds and funding levels

Response to Question 10:

There are various funding vehicles that may be utilized under this agreement.

Question 9:

Please describe the relationship DTC (DART) maintains with local jurisdictions and identify whether DTC (DART) has policy shaping capacity over local land use.

Response to Question 9:

This will not impact the work under this project.

Question 8:

Has DTC (DART) adopted specific planning and land use policies toward development of Transit Oriented Districts (TODs)?

Response to Question 8:

This will not impact the work under this project

Question 7:

Is the consultant responsible for the physical maintenance of the server(s) used for the ridematching program? Please provide the location where the server(s) reside.

Response to Question 7:

Servers reside at and are maintained by Trapeze Software Group. This is a web based software application.

Question 6:

Are the performance measures cited in Section 2 of the RFQ for ridematching program existing or are they to be developed under the scope of work defined in the RFQ?

Response to Question 6:

They will be developed based on the consultant's process.

Question 5:

How does DTC (DART) currently collect registrants for the ridematching database? And if by bulk employer survey, will the consultant be responsible for data entry of surveys?

Response to Question 5:

The consultant will collect registrants for the ridematching database, and it is therefore the consultants responsibility for all data entry functions.

Question 4:

How many registrants are currently in the ridematching database?

Response to Question 4:

There are approximately 4,000 registrants.

Question 3:

Is DTC (DART) considering changing its ridematching software platform?

Response to Question 3:

No.

Question 2:

If applicable, does DTC (DART) retain a contract between DTC (DART) and the ridematching software provider? Please indicate the length of contract

Response to Question 2:

DART owns the software license and pays the annual maintenance and hosting fees from contract funds. The consultant we choose is licensed to use the software for our application.

Question 1:

What software program does DTC (DART) utilize for ridematching? Please indicate version and/or last update

Response to Question 1:

Trapeze's RidePro, Program Version 3.5.7.